EXHIBITOR MANUAL

sitp 2010

7 – 10 November, 2010

Palais des Expositions, Pins Maritimes
Algiers, Algeria

8th International Trade Fair for Public Works and Construction Machinery

sitp@imag.de / www.salontp.com

IMAG fairs around the world

IMAG – Internationaler Messe- und Ausstellungsdienst GmbH
Am Messesee 2
81829 Muenchen
Germany

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WELCOME TO SITP 2010

SITP – Salon International des Travaux Publics - 2010, the 8th International Public Works and construction Fair is organized by SAFEX and IMAG as international co-organiser, endeavors to focus on construction machinery.

In order to assist you in preparing for this International Exhibition, we have designed this Manual. We request you to study the contents of the Manual carefully. Please return all forms for the services you require by the due date so that we can ensure that your needs are attended to before you arrive at the site. If a particular service is not required, please endorse "Not applicable". Please enter your Company and Stall Number on each form. Please return all forms by courier/e-mail, at the earliest to enable us to have the maximum possible time to meet your requirements.

Exhibitors are requested to particularly note the following important information:

- The Exhibition Halls are open as per details given on **Page No. 8** during build-up and break-down period.
- Possession of stall area and temporary electrical connection will be given to exhibitor only after their obtaining of "No Dues" certificate from the Organisers.
- Exhibitors are informed that temporary electrical supply for testing purposes will be available only after **12:00 noon on Saturday, November 06, 2010.**
- Bare space exhibitors should submit Layout plans for stalls/stands to the Organisers **by September 27, 2010** for approval from SAFEX and our official architect.
- Only general cleaning will be provided in the halls. This would include cleaning of the passage carpet and emptying of wastepaper baskets. Please note that cleaning of the individual stalls, exhibits and removal of construction waste is the responsibility of the exhibitor.
- Packing of exhibits and removal of portable items are allowed only after the Exhibition closes at **06:00 pm on Wednesday, November 10, 2010**. No material will be allowed inside / outside of stalls during exhibition period.
- All items / exhibits and stall structures must be removed by **06:00 pm on Friday, November 12, 2010**.

If you have any queries, please contact us - Wishing you a successful participation in SITP 2010.

1. **Read the Manual:**
   Although not every single page will pertain to your exhibit, it is useful for ALL exhibitors to become familiar with each section (forms) of the manual.

2. **Check your status:**
   2.1 raw space
   IMPORTANT
   Exhibitors, who effect individual stand construction and do not get permission for construction from the General Constructor of SAFEX won't be admitted to the exhibition center.
   Raw space cost does not include cost of power supply and consumption. For these services additional invoice will be drawn.
   Exhibitors applied for raw space must return the following completed forms and referring documents:

   Form 3: Exhibitor Nominated Stand Constructor for raw space.
   Form 4: Building Approval for Special Stand Design.
   The requested drawings must be to scale, dimensioned in meter and must be submitted digitally
   Form 6: orders for Power Main Supply and the referring drawing with the clearly marked connection points.

   2.2. Stand space incl. stand construction
   2.2.1 Exhibitor applied for stand space with IMAG – stand package or stand construction by IMAG must return the following completed forms and referring documents:
   Form 1: Stand packages, incl. referring sketch
   Form 2: Company Name for Stand Fascia
   Company Logo digital as eps, jpg or tif – file

   2.2.2. Exhibitors applied for stand space with stand construction at an international pavilion (i.e. German Pavilion) should refer to the service manual of the organiser and return the completed forms and referring documents.

   Please return all forms and referring documents at once.

3. **Follow the Deadlines:**
   The chronological directory on page 1 and 2 for the order forms is a crucial document for every SITP 2010 exhibitor. Following this directory will save you time and money.

4. **Forms:**
   We recommend to make copies of all the forms you submit and to file them. Exhibitors, who sign up after the respective deadlines, should submit all forms immediately by fax. Please return all forms and referring documents at once

5. **Move-In & Move-Out:**
   Move-In & Move-Out dates and times are on the timetable of Operations Schedule on page 8 for your easy reference.

PROJECT MANAGEMENT:

For international exhibitors:

IMAG - Internationaler Messe- und Ausstellungsdienst GmbH

Am Messesee 2
D-81829 Muenchen
Germany
Contact Persons: Ms Grit Kamstedt/
Ms Christina Jaugstetter
Tel.: +49 (0)89 949 – 22 - 339/ - 330
Fax: +49 (0)89 949 – 22 350
eMail: grit.kamstedt@imag.de
christina.jaugstetter@imag.de

For local Algerian exhibitors:

SAFEX-SPA
Algerian Fairs and Exports Association

Palais des Expositions
Pins Maritimes
16000 Algiers
Algeria

For Algerian representatives/agents of international exhibitors:

German-Algerian Chamber of Industry and Commerce
11, rue Mohamed Khoudi, El Biar
16000 Algiers, Algeria
Contact Person: Ms Sarah Ruschkowski
Phone:+213 21 79 19 65
Fax: +213 21 92 18 27
eMail: foire@ahk-algerie.dz

Technical management and official standbuilding contractor:

IMAG - Internationaler Messe- und Ausstellungsdienst GmbH

Am Messesee 2
D-81829 Muenchen
Germany
Contact Person: Ms Manuela Weber-Sieb
Tel.: +49 (0)89 949 – 22 - 117
Fax: +49 (0)89 949 – 22 - 350
eMail: manuela.weber-sieb@imag.de

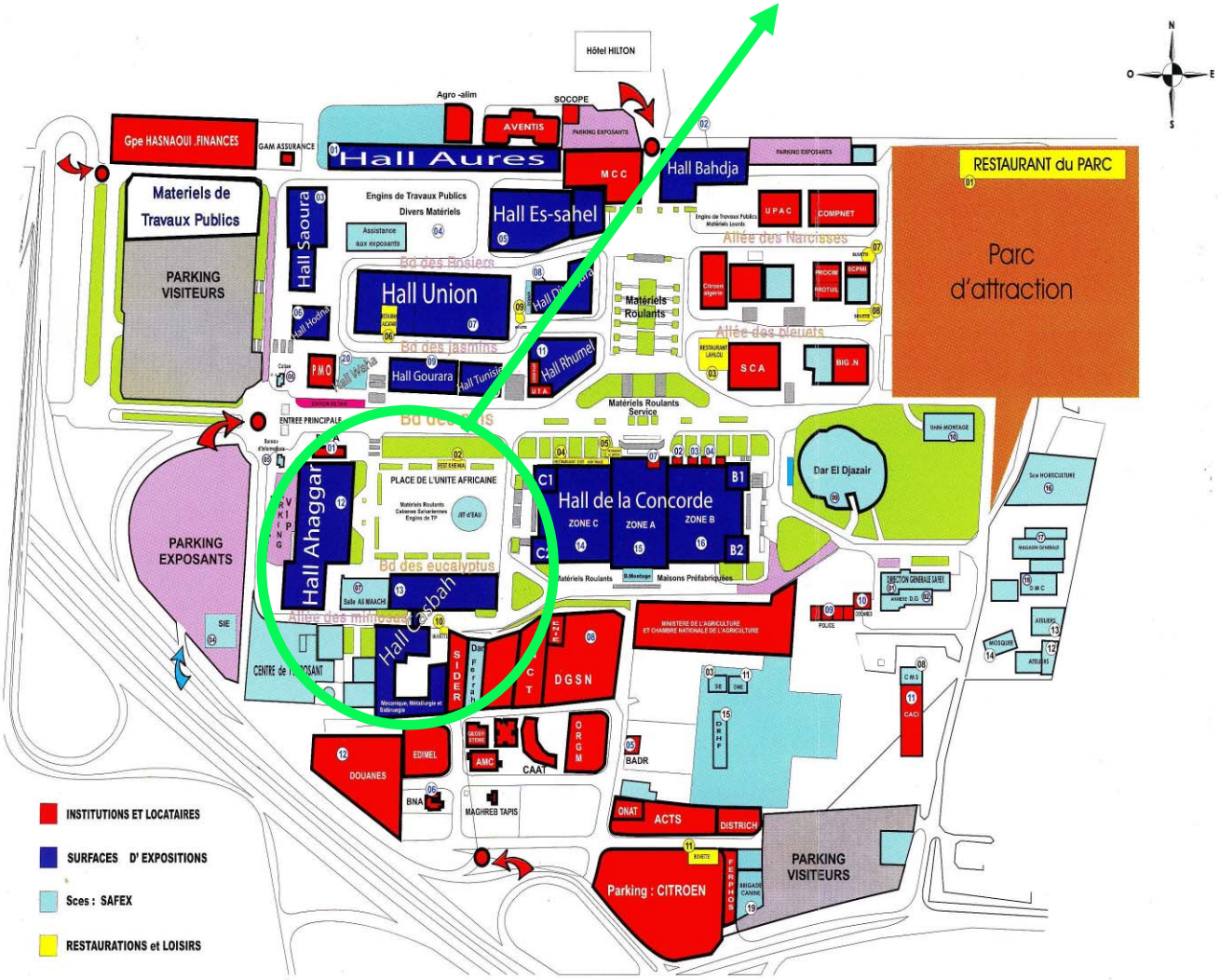
LIST OF CONTACTS

ORGANISERS	OFFICIAL FREIGHT FORWARDER
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Persons: Ms Grit Kamstedt/ Ms Christina Jaugstetter Tel.: +49 (0)89 949 – 22 - 339/ - 330 Fax: +49 (0)89 949 – 22 350 eMail: grit.kamstedt@imag.de / christina.jaugstetter@imag.de	**Kühne + Nagel AG & Co. KG** **KN Expo Service** Wanheimer Straße 43 40472 Düsseldorf Germany Contact Person: Mr Udo Krause Tel.: +49 (0) 211 44 03 39 - 11 Fax: +49 (0) 211 44 03 39 - 99 eMail: udo.krause@kuehne-nagel.com
TECHNICAL MANAGEMENT / INDIVIDUAL STAND DESIGN	**VISA APPLICATION**
IMAG – Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	German-Algerian Chamber of Industry and Commerce 11, rue Mohamed Khoudi, El Biar 16000 Algiers Algeria Contact Person: Ms Sarah Ruschkowski Tel.: +213 (0)21 79 19 - 65 Fax. +213 (0)21 92 18 - 27 eMail: foire@ahk-algerie.dz
OFFICIAL TRAVEL AGENT	**PRESS CENTRE**
Messe-Reisen Falk GmbH Kaiserswerther Str. 87 D-40878 Ratingen Germany Contact Person: Ms Vanessa Feldberg Tel.: +49 (0)2102 7451 - 16 Fax: +49 (0)2102 7451 - 24 E-Mail: v.feldberg@messe-reisen.de Internet: www.messe-reisen.de	Please notice the billboards onsite.

HOW TO GET TO SAFEX

The fairground Palais des Expositions is situated at the periphery of Algiers. Equipped with all the requisite infrastructure, modern exhibition halls, air-conditioned auditorium and numerous conference rooms, a business information centre, a press lounge, the centre is an ideal venue for holding exhibitions and conferences.
It is situated 10 km from the international airport. All major 5-star hotels are located within a radius of 10 km of the fairground. The Hilton Hotel is situated in walking-distance.

SITP 2010



GENERAL INFORMATION

Name	:	**SITP 2010** Salon International des Travaux Publics
Dates	:	7 - 10 November, 2010
Venue	:	Halls No. A ("AHAGGAR") + C ("CASBAH"), outdoor area
Area	:	Approx 17,000 sq meters
Exhibition Timing	:	7 - 10 November, 2010 11.00 - 18.00 h
Set –up		5 - 6 November, 2010 10.00 – 18.00 h **All stands have to be operational and exhibits on display by 6th November 2010, 18.00 h.** After this the hall will be cleaned and empty cases are brought away. All empty cases must have stickers which are available from the official freight forwarder.
Dismantling		Exhibits must be removed until **11:30 pm on November 11, 2010 for Package Stands** and **6:00 am on November 12, 2010 for Raw Space** Immediately after the exhibition closes at 18.00 h on 10 November 2010, electrical supplies will be cut off.
Entry	:	Free of charge

RULES & REGULATIONS FOR PARTICIPATION

I- AIMS:

The specific aims of the general and specialised Economic Events organised by the Algerian Fairs and Exports Association (SAFEX) are to:

- Reflect the image and development of national economic activity.
- Enable foreign exhibitors to promote their products and services.
- Promote a particular sector of the national economy.
- Seek and promote partnerships among Algerian companies and between them and foreign companies.

II- INVOLVEMENT:

* The economic events are open to Algerian and foreign products and services.
* The following are permitted to be involved in these events:

- National and foreign companies and bodies
- Foreign companies and international organisations

III- CONDITIONS OF INVOLVEMENT:

1 / - Applications for involvement must reach IMAG duly completed and signed by the exhibitor or a person authorised to enter into a commitment on the exhibitor's behalf.

2 / - It is strictly forbidden to exhibit products other than those stated on the application for involvement. Products not stated on the application will be removed immediately from the exhibition.

3 / - Products must be exhibited in the name of the producer or the producer's duly authorised representative.

4 / - The registration deadline is two (02) months prior to the opening of the event.

5 / - Applications for involvement submitted after the deadlines set can only be accepted if there is space available; in such a case the exhibitor runs the risk of not featuring in the official catalogue of the event or in any other publication relating to it.

6 / - IMAG/SAFEX decide on the approval of the applications for involvement submitted by exhibitors. IMAG/SAFEX reserve the right to turn down applications for involvement without being obliged to justify its decisions. Confirmation of the exhibitor's involvement is final and irrevocable.

7 / - The payment for the balance shall be made by not later than fifteen (15) days before the official opening of the event and at any rate before the event space is made available. After that deadline IMAG /SAFEX will dispose of the stands and space without notice, the involvement will be cancelled and the sums paid will remain in the hands of IMAG/SAFEX, which will not have to pay any compensation.

8 / - Foreign exhibitors must settle the costs of their involvement in currency.

9 / - Exhibitors are forbidden from assigning all or part of the space allocated by IMAG/SAFEX, whether against payment or free of charge. Failure to comply with this clause will result in the immediate closure of the stand.

IV - ALLOCATION OF THE SPACE, FITTING OUT THE STANDS, SAFETY:

1 / - IMAG/SAFEX allocate the space to the exhibitors according to the requirements and the nature of the exhibition without having to justify its decisions.

2 / - IMAG/SAFEX reserve the right to reduce the area of the space allocated and to undertake any moving of the plots according to the requirements of the exhibition.

3 / - The fitting out and decorating of stands are the responsibility of the exhibitor, who must submit the fitting out plan to IMAG/SAFEX.

4 / - Every product to be exhibited must be on the stand site and stocked for the exhibition at least (48) hours before the official opening of the event.

5 / - Under no circumstance may the stands be abandoned even partially before the event closes.

6 / - Exhibitors must furnish their stands with working extinguishers. All inflammable equipment used to fit out and decorate the stands must conform to all the safety regulations.

7 / - Electrical installations must comply with standards and conform to all safety requirements. Should any defects be detected in the electrical installation, the supply of current will be cut off until these defects are remedied.

10 / - Should there be a power failure, IMAG/SAFEX accept no liability for any loss and damage that might result therefrom.

11 / - The costs of electricity, water and telephone connections as well as consumption charges are borne by the exhibitor.

12 / - Installations requiring the use of gas bottles must conform to all safety requirements. The exhibitor bears full responsibility for this.

13 / - When the stands are being set up, exhibitors are obliged to allow free access for the installation of electricity, water and various pipes and cables.

14 / - No work inside the pavilions and stands or on the open-air areas likely to alter the space may be carried out without the prior authorisation in writing of IMAG/SAFEX.

15 / - It is strictly forbidden to erect structures and carry out work likely to impede fire-fighting.

16 / - Under no circumstance may exhibitors encroach beyond the space allocated byIMAG/SAFEX. In particular they shall ensure that no merchandise or object of any kind whatsoever obstructs the lawns, passages and pathways laid out inside and outside the pavilions.

17 / - The upkeep and cleaning of the stands are the sole responsibility of exhibitors, who must undertake such jobs sufficiently beforehand to enable the specialist services to collect the dustbins before the doors are opened to the public.

18 / - The exhibition equipment must be left in sight throughout the event.

19 / - Stands where there will be tasting must be furnished with water throughout the event. Moreover, they must comply with the hygiene rules and with any instruction SAFEX may have to issue in this respect.

20 / - The following are excluded from the event: active explosive, fulminating and/or smoke-producing substances and materials and any substance or material that SAFEX regards as dangerous or likely to disturb exhibitors and visitors, as well as products that are not fit for display.

21 / - Sales may be authorised at certain events subject to conditions stipulated in each individual case by SAFEX.

22 / - The exhibitor may organise tasting and a free hand-out of samples subject to prior authorisation from SAFEX.

23 / - The rental of the space is worked out to the full square metre. Each square metre counts as one square metre occupied even if it is not totally occupied.

All space allocated by IMAG/SAFEX must be paid for in full even if not totally occupied.
The exhibitors' kit sent to exhibitors contans all the details of the pricing.

V - INSURANCE - SURVEILLANCE – VARIOUS SERVICES:

1 / - SAFEX is responsible for taking out civil liability insurance to cover the pathways, passages, pavilions and infrastructures.

2 / - Exhibitors are obliged to themselves take out civil liability insurance for their stand or pavilion's installations, all equipment exhibited and staff working there against fire, theft with or without breaking and entering. This insurance must be taken out with the insurer approved by SAFEX.

3 / - A copy of this insurance policy must be sent to SAFEX*(NB).

4 / - The surveillance of pavilions and stands is the sole responsibility of exhibitors, who must notify SAFEX of the names and addresses of the security personnel.

NB: to SAFEX's only entrance gate.

GUIDELINES FOR CONSTRUCTION AND SETTING UP OF STANDS

1. Procedure for taking possession of stands

1. Possession of built-up stand and bare space area will be given to the exhibitors only after full payment of all dues.
2. The exhibitor must give a **letter of authorization** (see form "Exit Pass") to give possession of their stand to their representative named in the letter. The authorisation letter must be submitted to the **site office of the organisers at hall C(CASBAH)**, Palais des Expositions, Algiers.

2. Construction of Stands

Construction of **package stands** in "SITP - 2010" spread in Hall No. C, can be undertaken only by the official stand construction contractor. Contractors other than official stand contractor will not be permitted to enter the halls and undertake construction work. Uniform size of fascia will be provided to all built-up stands, please refer to **Form No. 2.**

Those exhibitors who build **individual stands** have to forward their drawings for construction and structures (the drawing for the structure should be approved and stamped by certified structural enineers) to IMAG for endorsement until **October 4, 2010**. At this time IMAG also has to be informed about the name of the constructing company of the respective stand (see **Form No. 3** "Exhibitor Nominated Stand Constructor for Raw Space").
The decision of the organiser as regards the approval of the plan shall be final and binding upon exhibitors and the work must be carried out as per the approved drawing only.

3. Specific Architectural Controls and Guidelines

1. The height of package stalls will be 2.5 meters. No projection beyond this height is allowed. Participants taking bare space should restrict the panel height to 2.5 meters, however they may go up to a height of 3 meters with-out special permit incase there is a natural wall behind their stall. Incase of any projection beyond 2.5 meters else where, special approval must be obtained from the organisers.
2. No construction shall be permitted in front of emergency doors, service doors, electric distribution boards, switch rooms, toilets and other fair facilities. The unauthorised construction undertaken in front of such facilities shall be removed at the cost and expense of defaulting participants and the organisers would also levy a penalty as deemed fit.

4. Storage, Removal of Waste and Cleaning

The organisers are unable to provide storage facilities for packing cases, surplus materials or other property of the Exhibitor. Arrangement for safekeeping of such items must be made with Official Freight Forwarders or they should be shifted to your local go down.

5. Cleaning

While the organisers will make arrangements for cleaning the passages, it is the responsibility of the exhibitors to get their stands cleaned and their equipment dusted in the evening. No sweeping will be allowed after 9.00 am during the exhibition days.

It is the responsibility of the exhibitors to maintain their stands in a tidy condition at all times. If additional stand cleaning is needed, please use **Form No. 9** "Additional Booth Cleaning" to order.

6. Removal of Exhibits

All halls utilities will be disconnected after **06:30 pm on November 10, 2010** and exhibitors are requested to keep the passage clear of cartons and crates to enable removal of carpeting. The removal of exhibits must be completed latest by **11:30 pm on November 11, 2010 for Package Stands** and **6:00 am on November 12, 2010 for Raw Space**. After the above period, the organiser will be at liberty to remove and store the goods at other places at the cost and risk of exhibitors.

7. Entry pass

No entry passes are required for entry to SAFEX or to the exhibition halls up to November 6, 2010. However from November 07, 2010 entry passes are necessary. These passes to the "SITP - 2010" exhibition halls will be issued by the organisers from the site office from November 5, 2010 to the exhibitors and service agencies for the exhibition period. Please see **Form No. 14.**

8. Exit Pass

For taking out the exhibition material and exhibits after the closure of the exhibition, participants would need to obtain a standard final exit pass from the organisers. **Please use Form No. 16.**

The exhibitors should obtain from the organisers "**No Dues Certificate**" and approach **fair secretariat in hall no. C for exit pass**.

Please Note: Exit passes will be given to the exhibitors only on the condition that all dues towards participation in the exhibition are cleared.

DEMONSTRATION OF WORKING EXHIBITS

An exhibitor intending to demonstrate equipment at his stand must:

- Provide the organisers with full details in writing of any working exhibits involving moving parts, naked flames, lasers or other dangers.
- Give proper consideration to the safety conditions under which the exhibits will be demonstrated, including safety guards and screens to prevent accident or injury to both visitors and staff.
- Cause no annoyance to visitors or other exhibitors. If a high level of noise or creation of dust other objectionable factors are involved, demonstrations may take place at the time stipulated by the organisers, who reserve the right to terminate a demonstration at any time.
  It is a rule that the sound and noise emitted should not exceed 65 decibels inside the exhibition halls. Particularly noisy machines are only allowed to operate for the first 20 minutes every hour. Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors.
- Ensure that there are no naked switches so that machinery cannot be activated by accident or interface by visitors.

ENTRY AND EXIT INTO SAFEX, ALGIERS

All vehicles with the exhibition materials will be allowed to enter SAFEX only from ***Gate No. 1***, during non-exhibition days and time.

No vehicle will be allowed to enter SAFEX during exhibition time. Official trolleys/buses will ply in the fair ground during the exhibition period.

Any vehicle/exhibit parked within the fair grounds during the exhibition time will be towed away by *SAFEX* authorities.

Cargo Movement & Clearance

The Exhibition material can be handled only by the approved official agencies:

Contact for international exhibitors

Kühne + Nagel AG & Co. KG
KN Expo Service
Wanheimer Straße 43
40472 Düsseldorf
Germany
Contact Person: Mr. Udo Krause
Tel.: +49 (0) 211 44 03 39 - 11
Fax: +49 (0)211 44 03 39 - 99
eMail: udo.krause@kuehne-nagel.com

Contact for local exhibitors

Sarl Transelect

20, Rue La Fontaine
El-Biar 16030 Alger
Algeria
Contact Person: Mr. Lounes Mustapha
Tel.: +213 (0)21 921518 or 23
Fax: +213 (0)21 920645
email: trans_elect@yahoo.fr

For unloading of goods, cargo-handling equipment such as forklifts, mobile cranes and skilled labour will be available on hire at SAFEX, fair grounds, from the official agents. The rates for clearing / forwarding and other services will be settled by the participants with these agents directly, depending upon the quantum of work and kind of job required. The official agents will have their offices at the site during the pre exhibition period. No agencies other than these agencies will be allowed to operate for handling / clearing jobs for SITP 2010.

Freight forwarding and customs
The shipment of the exhibition goods as well as their insurance are in principle affair of each exhibitor only (please refer to „general conditions of participation").

At the exhibition centre the shipment is taken over by the official freight forwarder and transported to the booth. The exhibits are to be marked well legibly by the companyname and the booth number. IMAG will not take consignments destined for exhibitors. IMAG is not responsible for any losses, delivery delays ordamages of consignments.

Delivery / Collection of empties / empty boxes
The official freight forwarder will deliver and collect all empties (empty boxes) at extra cost. Empty boxes will be stored at the place, which is appointed by the local organiser SAFEX.

In order to provide a smooth handling particularly at the delivery, the exhibitors are asked to make no special arrangements with the freight forwarder or to select boxes on empties stocks.

IMAG does not take over responsibility for losses or damage of empties.

FIRE & SAFETY REGULATIONS

Fire fighting equipment will be provided at various vantage points in the exhibition halls. Exhibitors are, however, advised to take due precautions and provide necessary equipment in their own stalls. Exhibitors should also install Guards or Protectors on machines / exhibits during the demonstrations to avoid injury to visitors.

- All exits, entry areas and exit organisers must be kept clear and unobstructed.
- Gas cylinders of any type are prohibited in the exhibition area.
- All temporary wiring must be accessible and free from debris and storage materials. Live wires must be insulated.
- No storage of any kind is allowed behind booths or near electric services.
- All empty cartons and crates must be labeled and removed for storage.
- Helium balloons are not allowed inside the halls.
- Smoking is strictly prohibited inside the exhibition halls.

In case exhibitors need any fire control equipment, the official construction agency may be contacted.

SECURITY

Security Regulations

- Badges must be worn at all times by the exhibitors managing the stalls and their temporary staff to gain entry to the exhibition halls.
- Badges can be obtained at the time of taking possession of stalls from the organiser's office at SAFEX.
- During show days, exhibitors are allowed to enter half an hour prior to the opening of the show each day and will be allowed to remain one hour after the close of the show.
- Particular care should be taken of small portable items, tools and instruments.
- Hand carried items or any equipment going out of exhibition hall will require an exit pass.

While the organisers will maintain general security, surveillance throughout the exhibition period, security of individual stalls is the responsibility of the exhibitors. Stalls are not to be left unattended during the show period, particularly after the show closes on the final day.

SERVICES

The organisers have provided the following services to facilitate a smooth participation of the exhibiting companies. The services will be provided by the official agency.

1. Audio-Visual / Security / Florist / Temporary Staff and Others

Please contact IMAG - Internationaler Messe- und Ausstellungsdienst GmbH, Ms. Manuela Weber-Sieb, manuela.weber-sieb@imag.de

2. Furniture

Please contact IMAG - Internationaler Messe- und Ausstellungsdienst GmbH, Ms. Manuela Weber-Sieb, manuela.weber-sieb@imag.de

3. Insurance

It is advisable for the exhibitors to take Insurance Policies covering the following:

- Machinery and exhibits
- Transit and loading & unloading of machines
- Exhibition personnel
- Third party

The organisers will not accept liability for any loss or damage to any exhibit, or for injury to exhibitor personnel at any time. Exhibitors are strongly advised to insure their exhibits against theft, loss or damage including the risk of fire and to cover themselves against third party for visitors to their stands.

4. Electric Services

a. Electrical Supplies & Installations

The electric power supply available in Algeria is as under:

Single / 3 Phase	220 / 380 Volts plus minus 10%
Frequency	50 Hz 3% variations

The organiser shall provide connection up to main switch as per requirement. The distribution including DB's and protective devices shall be installed by the exhibitor through licensed electrical contractor as per IEA.

b. Electricity Charges

Exhibitors who have taken package stands will be provided with electrical load sufficient for the normal lighting of the booths and a 5 amp socket connection. Any increased requirement shall have to be ordered extra and it should be stated in **Form No. 7**.

Exhibitors taking bare space must inform their total lighting and power requirement in **Form No. 7** and charges will be levied as stated below.

Organisers have formulated a flat rate of connected load (single and three phases), which will be the basis for charging for power and lighting consumed during SITP 2010. This rate is subject to revision.

Under no circumstances will the exhibitors be permitted to decrease their electricity requirement. Request for additional electricity load may be considered subject to availability.

The proforma for additional power requirement with charges is provided in **Form No. 7** which may please be sent to IMAG before **4th of October 2010.**

c. Temporary Electric Supply

Temporary power if required, for erection and testing of machines can be made available upto 6th Novbember. If you need a temporary power supply, please use **Form No. 7** for stating an order.

From 7th November, 2010 onwards permanent supply as ordered will be provided during the exhibition hours.

5. Compressed Air

is not available

6. Water Connection

Exhibitors who have applied for water connection **(as per Form No. 8)** will be provided outlets for water near the space allotted to them. Exhibitors will have to arrange connection from the source provided at their own cost. There is no drainage facility provided in the exhibition hall, hence exhibitor will be required to make special arrangement to collect and dispose off waste water. Exhibitors may seek assistance from IMAG for this purpose. For rates please refer to **form No. 8**.

7. Stand cleaning

The organiser will clean the aisles of the hall only.

Cleaning of the company stand is duty of the exhibitors and must be finished daily before opening of the fair (exhibitors can also order stand cleaning with **Form No. 9**).

EXHIBITION FACILITIES

- **Business Visitors Registration Counters**

  Registration counters are being set up at **the main entrance at the fairground** for registering the business visitors. A visitor will present his business card and fill out a simple form and in return receive a badge, which will entitle him to enter the halls on all the days of the exhibition.

- **Exhibitors Parking**

  free of charge – see overview, p. 7.

SECURITY ADVICE

Dear Exhibitor and Contractors,

Please be aware of dangerous actions during set-up period and dismantling.

THEREFORE ENSURE THE SAFETY OF YOUR PERSONNEL AND ALL OTHER PEOPLE!

If any construction seems to be insecure we reserve the right to withdraw the permission of booth construction.

FORM 1: STAND PACKAGES ✓

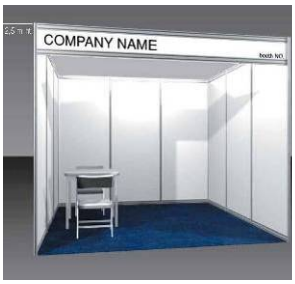
DEADLINE: 27. SEPTEMBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

<u>ONLY IN CASE</u> you still need to order one of these shell scheme packages, exhibitors must complete this form and return with the necessary payment .

01 BASIC
(min. 12 sqm)

Price per sqm:
EURO 55,00



02 TREND
(min. 12 sqm)

Price per sqm:
EURO 79,00

04 PEAK
(min. 12 sqm)

Price per sqm:
EURO 100,00

06 COMMUNICATION
(min 18 sqm)

Price per sqm:
EURO 155,00

07 PRESTIGE
(min 24 sqm)

Price per sqm:
EURO 390,00

11 SHOWCASE
(min 12 sqm)

Price per sqm:
EURO 70,00

INDIVIDUAL STAND DESIGN
If you wish to get your individual stand design, we offer you unlimited solutions and services: Conception, design and planning, construction, site supervision and/or management of your stand.

Please contact us for an offer.

Please find further details and specifications of your Shell Scheme Stand in the IMAG Stand Packages Catalogue. Internet: www.imag-standdesign.com .

	Booth Type	Sqm	Price per Sqm EURO Stand package only (without Rental Space)	Total Price EURO
01	**BASIC** (min. 12 Sqm)		55,00	
02	**TREND** (min. 12 Sqm)		79,00	
04	**PEAK** (min. 12 Sqm)		100,00	
06	**COMMUNICATION** (min. 18 Sqm)		155,00	
07	**PRESTIGE** (min. 24 Sqm)		390,00	
11	**SHOWCASE** (min. 12 Sqm)		70,00	
	INDIVIDUAL STAND DESIGN BY IMAG		**Quotation on request**	

Note:

- Company names only may be used – advertising slogans and the like will not be permitted on fascia.
- Reproduction of logo is at the exhibitor's expense. If you wish to have your logo on the fascia, please send sample with this Form for quotation to IMAG.
- Cheques should be made out in favour of IMAG
- Orders without remittances will not be entertained
- Exhibitors will be held responsible for any loss or damage
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30% after the deadline and 50 % two weeks prior to the build up and on-site must be levied.

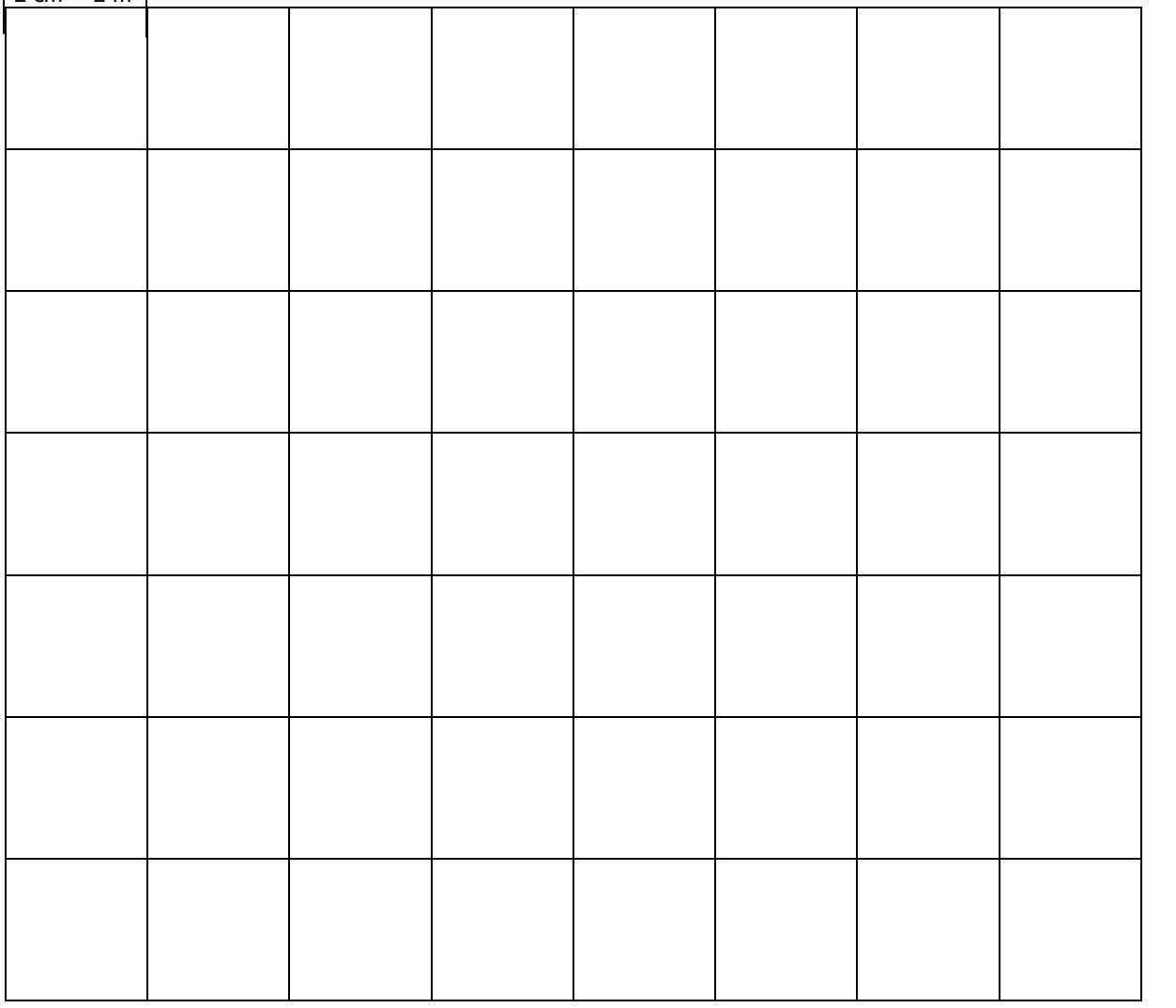
STAND LAYOUT

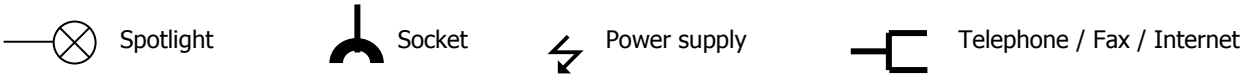
Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

You are requested to send your stand layout:
a) showing your enclosed or additionally ordered equipment in case you ordered a **STAND PACKAGE**
b) showing your main supply points (electricity, water, internet, etc.) in case you applied for **RAW SPACE ONLY**.

Please mark your equipment and any special item

2 cm = 2 m





FORM 2: COMPANY NAME FOR STAND FASCIA ✓

DEADLINE: 4. OCTOBER 2010

Please return form to: IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form **must be completed and returned** by every exhibitor who booked a **Shell Scheme Package**. All exhibitors who booked the standard shell scheme through the contract should fill in the company name in the space below how it shall appear on the fascia.

IMPORTANT: name for fascia must be **BRAND**, not legal entity.

PLEASE USE BLOCK LETTERS

If your fascia name details are not received by the above **DEADLINE**, the company name and details in the application form will be used. In all cases, abbreviations will be used, e.g. Limited = Ltd.

Logo not larger than 200 x 200 mm may be attached onto the fascia. Please note that re-production of the logo is solely at **Exhibitor's Expense.** If you wish to have your logo on the fascia produced by the general contractor, please submit a high resolution digital file (EPS,JPG, TIF –Format), together with form 14, for quotation.

The stand packages 02 TREND and 04 PEAK include the production of a logo. Please submit a high resulted digital design file (eps,jpg- or tif-format).

( ) **Please ✓ if required**

FORM 3: EXHIBITOR NOMINATED STAND CONTRACTOR FOR RAW SPACE ✓

DEADLINE: 4. OCTOBER 2010

Please return form to: IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This form must be completed and returned by every exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

Exhibitors who have booked '**RAW SPACE'** stands may use either the Official Stand Contractor or appoint another contractor of their choice. This is subject to the approval of the Organisers / Hall Owner before they are permitted to work in the Exhibition.

Technical drawings (original) of the stand design must be submitted to the organisers in quadruplicate for approval by **above mentioned deadline**. Stand designs without the organisers approval will not be permitted in the Exhibition.

Electrical power supply **must** be ordered through the organiser **ONLY**.

All electrical connections must be inspected by the official contractor before circuits are activated.

THIS FORM MUST BE JOINTLY SIGNED BY THE EXHIBITOR AND THE APPOINTED STAND CONTRACTOR.

Stand Contractor:		
Address:		
Contact person:		
Tel.:	FAX:	Email:
Signature:	Date:	
Exhibiting company:		
Address:		
Contact person:		
Tel.:	FAX:	Email:
Signature:	Date:	

FORM 4: BUILDING APPROVAL FOR SPECIAL STAND DESIGN

DEADLINE: 4. OCTOBER 2010

-Submit in duplicate-

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorized by:
	Signature:
	Date:
	Hall / Booth No.:

To be filled in if the Building Regulations on the back side of this form are applicable.

We herewith apply for approval limited to the duration of the trade fair for the following exhibition structure in accordance with the condition set out on the back of this form (short description of the exhibition structure):

_____

_____

_____

Stand area: _____ sqm

Upper level accessible to visitors: _____ sqm

Area of covered ground floor _____ sqm

The following documents are required in quadruplicate hard copy or in digital format to process your application:

- ☐ Plan of ground floor including detailed dimensions in quadruplicate
- ☐ Plan of the upper floor including detailed dimensions
- ☐ Elevations
- ☐ Cross-sections
- ☐ Electricity layout
- ☐ Form 7 – Power supply
- ☐ Description of structure together with the materials

For special permission:

- ☐ Static load calculation **or** static test report

Please note: all documentation must be in English, the drawings must be in scale and dimensioned in meters.

All plans and analyses are to be signed in the original and dated by the author. This form must also be signed by the exhibitor unless power of attorney has been granted.

Acceptance testing of the load-bearing structure can be performed on

date

Stand construction company

_____

Company, Address

_____

Phone, Fax

Author of draft

_____

Name, Address

Static's engineer

_____

Name, Address

_____ _____

Place, Date | Legally binding signature, Applicant

_____ _____

Legally binding signature, Site Manager | Legally binding signature, Exhibitor

In case you need any support for professional stand approval please contact us.

Building Regulations

Every **exhibitor**, or **person who rents** stand space is obligated to check whether each temporary construction designed or built by himself or a third party, in the halls or in the open-air area, requires planning permission or special permission.

If you are in doubt, please ask IMAG Technical Services Department.

A. Planning permission is required in the case of:

1a Construction and exhibits exceeding 2,50 m height or exceeding the max. height of the ordered IMAG – Stand package

2a Constructions and exhibits which are subjected to unusual loads (i.e. staircases, bridges, balconies, cantilever roofs, etc).

B. Special permission is required in case of:

1b Multi-story stands and constructions (see also conditions for two-storey stand construction methods).

2b constructions in the open air area which exceed an area of 50 Sqm in plan or a height of 3 m at any point (i.e. marquees and pavilions, podiums, tiered seating, advertising boarding, towers, scaffolding structures, etc.

If it is intended to erect a construction of these types at the **SAFEX**, an application for planning permission must be submitted to IMAG Technical Service Department, using the form printed above.

Permission must be applied for at least six weeks prior to beginning of assembly. All documentations are to be submitted in English.

MANDATORY NOTIFICATION WHEN ERECTING CRANES AND SIMILAR EQUIPMENT

A building permit is not required to erect cranes and similar equipment. However, advance notification of their erection must be given so that the organiser has time to ensure that all traffic safety guidelines are being complied to.

Crane booms extending beyond the exhibitor's own space must be coordinated with affected exhibitors at neighbouring stands in advance. If weathervane cannot be guaranteed, appropriate alternative measures must be taken to secure the area.

The boundaries of the stand area must be respected. The exhibitor must ensure that no items located on the area of the stand protrude beyond its confines. Exceptions to this rule can be approved for revolving tower cranes by IMAG Technical Department for safety reasons; exceptions may be approved depending on all the exhibitors affected agreeing with the revolving tower crane protruding on to their stands. In the event of an exhibitor refusing to agree to this, his refusal has no effect if safety concerns require the revolving tower crane to protrude on to his stand.

Safety rules and regulations of construction in height

1. It is requested that all builders get the physical examination certificate for construction in heights. Builders contracting mentally ill, epileptic , hypertensic, or vision and hearing impaired personnel, are strictly forbidden assign such personnel to constructions in height! No exceptions made!
2. Builders working on constructions in height, should take educational safety course, and should pass all required exams before being assigned to such constructions.
3. Builders should wear safety helmets and belts, wear soft bottom shoes, and the clothing should be suitable for constructions in height. They should always be aware of the following rules:

   I. All rules and regulations for constructions in heights must be adhered to at all times
   II. Alcohol is prohibited when working in heights.
   III. Prohibited to take breaks in unsafe areas.
   IV. Prohibited to deliberately drop items.
   V. Prohibited to work if too exhausted or sleep-deprived.
   VI. No horseplay or gambling
   VII. Prohibited to remove fire extinguishing equipment from designated places
   VIII. Prohibited to disregard personal safety equipment regulations
   IX. Prohibited to dismantle or damage safety devices and installations.

4. It is very important that all builders are ever aware of potential hazards and unsafe situations.
5. Builder should check the scaffolding, ladders and steel cables carefully to ensure ascertain they are reliable before starting constructions.
6. Tools such as hammers, hoisting jacks etc. should be handled carefully by the builder.
7. Builder is required to clean the construction area when their work is finished.
8. Warning signs must be in place around constructional hazard zones. It is prohibited to walk underneath cranes and payloads.
9. At night, sufficient lighting must be provided for constructions in height.
10. Builder should avoid the overlapping, and have the reliable isolation measure during the overlapping construction which is unavoidable.
11. Builders must strictly adhere to regulations for handling electric devices and power supplies, as well as for working in hazard zones..
12. The construction should be stopped immediately if heavy weather such as rainstorms, heavy fog, and above level storms etc. should occur.
13. Builder should be aware of the risks of heatstroke in summer and frostbite in winter.

FORM 5: ADDITIONAL EQUIPMENT RENTAL ✓

1. CONSTRUCTION

DEADLINE: 4. OCTOBER 2010

Please return form to: IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ We hereby order the following item to be used during the duration of the exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN

ADDITIONAL FURNITURE & FITTINGS

Item	Description	Unit Price EURO	Quantity	Total EURO
	Carpet, needle punch quality, requested colour.....	On request		
	Carpet, rips quality, requested colour.....	On request		
	Carpet, velour quality, requested colour	25,00		
	Wall panel, 50 x 250 cm	30,00		
	Wall panel, 100 x 250 cm	34,00		
C06	Design chair, white	50,00		
C03	Chair, plastic, black	18,00		
C04	Standard chair, leather, with arm rests, black	45,00		
C11	Folding chair, black	25,00		
TA04	Bar stool Z, black	45,00		
TA06	Bar stool Bombo, black	167,00		
TA07	Design bar stool, white	79,00		
F03	Armchair, plastic black	86,00		
F01	Armchair, leather, black	141,00		
CR01	Information counter, white with wood top, 1,0 m 0,4 x 1,10 m ht.	105,00		
T07	Square table, white table top	78,00		
T05R	Round table, white table top	78,00		
TMD01	Bistro table, white table top, ∅ 60 x 120 cm	95,00		
TB02	Bistro table, black table top, ∅ 60 x 120 cm	90,00		

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

FORM 5: ADDITIONAL EQUIPMENT RENTAL - CONT. ...

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ We hereby order the following item to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN

ADDITIONAL FURNITURE & FITTINGS

Item	Description	Unit Price EURO	Quantity	Total EURO
TB03	Coffee table, glass table top	73,00		
TB04	Coffee table, glass table top	78,00		
M02	Lockable cupboard, white	86,00		
V01	Tall showcase, 50 x 50 x 250 cm ht	264,00		
V02	Table showcase, 50 x100 x 100 cm ht	167,00		
V03	Tall showcase, 50 x 100 x 250 cm ht	246,00		
PM02	Coat hanger, wall mounted	30,00		
PM01	Coat hanger, freestanding	62,00		
	Flat shelf, 0,3 x 1,0 m	25,00		
PB04	Free standing literature rack, A4, 3 shelves	110,00		
PB05	Free standing literature rack, A4, 5 shelves	45,00		
FB01	Water dispenser, incl. 1 distilled water bottle and 100 cups	228,00		
CR01	Waste paper basket, plastic	5,00		

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

FORM 6: ELECTRICAL EQUIPMENT & FITTINGS ✓

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ We hereby order the following items to be used during the duration of the Exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN

ELECTRICAL EQUIPMENT AND INSTALLATIONS

Item	Description	Unit Price EURO	Quantity	Total EURO
FR03	Refrigerator, 118lt, excl. 24h socket	151,00		
CF07	Percolateur	82,00		
CF04	Coffee Machine "LAVAZZA", incl. coffee, sugar, spoons and cups	168,00		
SP02	Standard spotlight 220V, 50W	38,00		
SP09	Spot halogene 100W	65,00		
SP10	Spot halogene 150W	55,00		
	Socket / Square Pin Socket, 15 A / 220V (max. 2 kW)	45,00		

- No lighting fixture is allowed to be connected by exhibitors from that
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- for changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- Sockets are for electricity supply of exhibits only

C06	C03	C04	C11
TA04	TA05	TA07	F01
F03	CR01	T07	T05R
TMD01	TB02	TB03	TB04
M02	V01	V02	V03

PB04	PB05	Pm02	FB01
CR01	FR03	CF04	CF07
SP02	SP09	SP10	

FORM 7: POWER SUPPLY

DEADLINE: 4. OCTOBER 2010

Please return form to: IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Company: Address: Tel: Fax: Email: Authorised by: Signature: Date: Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ Additional power supply requirement.
ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN

DESCRIPTION	EURO	QUANTITY	AMOUNT EURO
220V, 1 Phase for lighting use	On request		
380V, 3 Phases for machine use	On request		
Temporary Power Connection for Construction Period 220 V + 380 V	For free		
❑ **We do require machine connection**			
A 15 % handling fee, based on the above price list, will be charged for Machine connection from D/B box to machine			

- All prices are **INCLUSIVE** power consumption
- All raw space exhibitor must order one number power main for lighting if they need power
- Power main for machine and lighting should be separated.
- No lighting fixture is allowed to be connected by exhibitors from that
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- Sockets are for electricity supply of exhibits only.

FORM 8: WATER SUPPLY ✓

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This form must be completed and returned by every exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ We hereby order the following items to be used during the duration of the exhibition only.
ALL ORDERED ITEMS MUST BE MARKED ON THE LOCATION PLAN.

Water Supply

	Description	Unit Price EURO	Quantity	Total EURO
	Water supply for sink unit	On request		
❑	**We do require water connection**			

A 15 % HANDLING FEE, BASED ON THE TOTAL AMOUNT EURO OF YOUR WATER SUPPLY, WILL BE CHARGED

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- Please indicate the air delivery in _____ l/min for our reference.

FORM 9: ADDITIONAL BOOTH CLEANING ✓

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

☐ Waste and rubbish-removal is included within the participation fee, not included is any cleaning service.

	Description	Unit Price EURO	Quantity	Total EURO
☐	Daily additional cleaning of our stand area only (no exhibits, furniture etc.) for the duration of the fair only.	8,00		
☐	Stand cleaning service is not required			

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

FORM 10: TELEPHONE & FAX EQUIPMENT ✓

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

- Price in EURO -

ITEM	RENTAL COST	QUANTITY	TOTAL COST
Internet data card, W-Lan, 36 hours	40,00		
Installation fee for telephone	On request		
Monetary guarantee/ deposit for internet & telephone – to be payed on site	On request		
The consumption of internet and telephone will be invoiced after the show. The tariffs are based on the Algerian internet and telephone provider. See http://www.algerietelecom.dz			
		Total	

- Deposits will be refunded in full if telephone sets / fax machines / Desktop Computers / Monitors are not damaged or lost. If the set is lost or damaged, the cost of repair / replacement will be deducted from the deposits. Every call made, charges be deducted from the Deposit. Any balance will be refunded and excess will be billed to exhibitors accordingly.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % (50 % 2 weeks before build-up and for on-site orders) must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this form will be offered on request and are subject to a separate quotation.

FORM 11: OFFICE EQUIPMENT ✓

DEADLINE: 4. OCTOBER 2010

Please return form to:	Company:
IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 - 117 Fax: +49 (0)89 949 – 22 - 350 eMail: manuela.weber-sieb@imag.de	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

- Price in EURO -

Please remember to order the necessary socket (Form 6)

Item	Description	Rental Cost	Quantity	Total Cost
AC01	Copy machine A3 & A4	270,00		
AC02	Fax machine roll paper type, **Telephone line excluded**)	158,00		
LD01	DVD player	45,00		
AV03	Colour television set 55 cm	141,00		
PL01	Plasma screen 42" for duration of show	492,00		
PL02	Plasma screen 26" for duration of show	422,00		
SP	Support Plasma screen	53,00		
			Total	

- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % after deadline and 50 % 2 weeks before build-up and for on-site orders must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site orders must be levied.

FORM 12: SPECIAL ITEMS ✓

DEADLINE: 4. OCTOBER 2010

Please return form to: IMAG - Internationaler Messe- und Ausstellungsdienst GmbH Am Messesee 2 D-81829 Muenchen Germany Contact Person: Ms. Manuela Weber-Sieb Tel.: +49 (0)89 949 – 22 117 Fax.: +49 (0)89 949 – 22 - 350 E-Mail: manuela.weber-sieb@imag.de	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorised by:
	Signature:
	Date:
	Hall / Booth No.:

This Form must be completed and returned by every Exhibitor. If service is not required, please endorse "**NOT APPLICABLE**" and return / fax to the above address.

- Price in EURO -

Description	Unit Price EURO	Quantity	Total EURO
Logo print in cut out (vector data required)	48,00		
Logo print in digital print (pixel data required)	48,00		
Digital print graphic on fabric	On request		
Digital print on paper laminated onto foam board	On request		
Unskilled labor	On request		

- The company logo must be submitted as an high resolution file: JPG, TIF or AI – Format.
- After the deadline, late orders may not be accommodated. If accepted and available, a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site must be levied.
- Items not listed on this Form will be offered on request and are subject to a separate quotation.
- For changes of confirmed and invoiced orders a surcharge of 30 % after the deadline and 50 % 2 weeks before build-up and for on-site orders must be levied.
- All items are on a rental basis and no exchange, transfer or refund of ordered items on-site will be entertained. Cancelled orders are not refundable.

FORM 13: EXHIBITION CATALOGUE

DEADLINE: 1 OCTOBER 2010 ✓

Please use the electronical catalogue application form at

http://www.salontp.com/en/leftnavigation/exhibitor/exhibitor_manual/catalogueentry

Information sent by fax or in writing will not be published in the catalogue!

THE CATALOGUE WILL BE PRINTED IN FRENCH. PLEASE FILL OUT THE FORM IN FRENCH IF POSSIBLE.

Exhibitors' Index

The entry into the alphabetical list of exhibitors is free of charge. It consists of:

a) Company name incl., Adress, City & Code, Country, Telephone, Fax, E-mail, Internet, Hall No. and Stand No.
The basic entry into the alphabetical list of exhibitors is free of charge.

b) Company's activities (max. 50 words)
You have the opportunity to tell the visitors more about your company; the range of products, the address of your local agent and some information on your company's profile.

c) Logotype 40,- EUR (*.eps, or *.jpeg.)
Placing the logotype in the catalogue is an effective way to get visitors's attention.

Advertisement

An advertisement in the Official Exhibition Catalogue is an individual and useful way to attract potential customers- with a picture, coloured or black and white.

Prices for advertisement in the official exhibition catalogue will be provided on request.

Contact:

IMAG – Internationaler Messe- und Ausstellungsdienst GmbH
Am Messesee 2
81829 München, Germany
Tel.: +49 (0)89 949 22- 330
Fax: +49 (0)89 949 22 - 350
Email : christina.jaugstetter@imag.de
Contact Person: Ms. Christina Jaugstetter

FORM 14: REGISTRATION OF EXHIBITOR BADGES✓

DEADLINE: 1 OCTOBER 2010

Please register online (see below)	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorized by:
	Signature:
Contact: Ms Christina Jaugstetter	Date:
Email: christina.jaugstetter@imag.de	Hall / Booth No.:

Electronical registration

Please register online at

http://www.salontp.com/en/leftnavigation/exhibitor/exhibitor_manual/Exhibitor-Badges

Deadline for electronical registration is **1 October 2010.** Please register now!

Exhibitor badges can be used strictly by staff of exhibiting companies.

Exhibitor badge entitlement is as follows:

Registered sqm	Badges entitled
12-15	5
16-20	7
21-30	10
31-50	15
51-70	20
71-100	30
101-150	40

FORM 15: INVITATION FOR VISA APPLICATION✓

DEADLINE: AS SOON AS POSSIBLE

Please return form to: German-Algerian Chamber of Industry and Commerce 97, Chemin Sfindja – El Biar 16000 Algiers, Algeria Contact Person. Ms. Sarah Ruschkowksi Tel.: +213 (0)21 79 19 - 65 Fax. +213 (0)21 92 18 - 27 eMail: foire@ahk-algerie.dz	Company: Address: Tel: Fax: Email: Authorized by: Signature: Date: Hall / Booth No.:

This form must be completed and returned by every non-algerian exhibitor or visitor.

All foreigners must obtain an entry visa before proceeding to Algeria. Foreigners are strongly recommended to process the application.

All the applicants for Business visa are required to have an Invitation letter from an Algerian Institution which will issue the approved invitation letter to the applicant via fax. Upon receipt of this visa authorization, the applicant is required to present his/her passport, a recent photograph, a completed visa application form (available from the Algerian Embassy/ Consulate) and forward to the local Algerian Embassy/ Consulate for completion of the formalities.

Charge: **EUR 50,--** handling fee for normal invitation letter and fax service.

Bank : Société Générale Algérie Agence Sidi Yahia
Account holder : APREAA (Association pour la Promotion des Relations Economiques Algéro-Allemandes)
Bankv Account : 021 00001 1210000272 64
Swift: SOGEDZAL

Very important: Please mention the **name of the applicant** and **SITP 2010.**

Attention
- The approved letter will be issued to applicant upon reiceipt of payment (copy of bank transfer).
- The invitation letter is issued by the German-Algerian Chamber of Industry and Commerce which is the local representative of IMAG.
- The payment is not refundable if the invitation letter is not accepted by local Algerian Embassy or Consulate.
- Passports must be valid at least six months beyond the intended date ofentry to Algeria.

Please make enogh copies for each applicant and return the typewritten from to contact person.

Surname		First name
Nationality	Sexe	Passport no.
Date of birth		Place of Birth
Destination		
Date of Entry (Algeria)		Date of Exit (Algeria)
Company Name		
Address		
Tel.	Fax	Contact Person
Position		Place desired to get visa

FORM 16: EXIT PASS✓

DEADLINE: ONSITE PALAIS DES EXPOSITIONS – 07 NOVEMBER 2010

Please bring form along to the exhibition ground: **SITP 2010** Organisers Camp Office Palais des Expositions Algiers	Company:
	Address:
	Tel:
	Fax:
	Email:
	Authorized by:
	Signature:
	Date:
	Hall / Booth No.:

THIS BELOW MENTIONED FORMAT MUST BE REPRODUCED BY ALL EXHIBITORS ON THEIR LETTER-HEADS AND FOUR COPIES MUST BE HANDED OVER TO PALAIS DES EXPOSITIONS ON THE CONCLUDING DAY OF THE EXHIBITION.

Dear Sir,
We have paid all our dues to the organisers and there is no balance, whatsoever as on date. Therefore, please allow us to take out the following goods, which we had brought for display during the exhibition.

Sr. No.	Description of Items	No. of Packing Cases
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
11.		
12.		

Name: _____

Designation: _____

Company: _____

Stall No.: _____Hall No. : _____

Note :

1. Please obtain "No Objection from the Organisers".
2. Please use letterhead of your company OR attach business card and take 4 copies while preparing this format that will enable you to avail of an Exit Pass.
3. Early submission will help to facilitate a smooth exit from Palais des Expositions, Algiers.

FORM 17: STAND PERSONNEL (INTERPRETER/HOSTESS)

DEADLINE: 8 OCTOBER 2010

Please return form to:	Company:
German-Algerian Chamber of Industry and Commerce 97, Chemin Sfindja – El Biar 16000 Algiers, Algeria Contact Person. Ms. Sarah Ruschkowksi Tel.: +213 (0)21 79 19 - 65 Fax. +213 (0)21 92 18 - 27 eMail: foire@ahk-algerie.dz	Address:
	Tel:
	Fax:
	Email:
	Authorized by:
	Signature:
	Date:
	Hall / Booth No.:

We require Manpower as follows:

Item		Rate	Language	No. of Person	Starting Date	Ending Date
1. Professional Interpreter		On request				
2. Standard Interpreter		On request				
3. Hostess	Male ☐	On request				
	Female ☐					
4. Booth Receptionist (May not speak any foreign languages)		On request				
5. Security		On request				

5. Other personnel, please specify job nature_____(will quote).

- Exhibitors are not permitted to employ any interpreter or manpower in Algeria without the Organiser's permission in advance.
- Late orders on the Exhibition site must be accompanied with full payment in cash.

KÜHNE+NAGEL

SITP in ALGERIA

8. Salon International des Travaux Publics
November 07TH – 10 TH 2010

SHIPPING GUIDELINE

1. COMMUNICATION

It is very important that all exhibitors direct all their shipping inquiries, information and documents to:

KÜHNE & NAGEL (AG & CO)
EXPO SERVICE

Address: **Wanheimerstr. 43**
40472 Düsseldorf
Germany

Tel.: **(+49-211) 440 339 – 11 Mr. Udo Krause**
e-mail: udo.krause@kuehne-nagel.com

(+49-211) 440 339 - 12 Ms Marion Krumkuehler
e-mail: marion.krumkuehler@kuehne-nagel.com

Fax.: **(+49-211) 440 339 - 99**

or to our partner in Algier: **Sarl Transelect**

Head Office: **20, Rue La Fontaine**
El-Biar 16030, Alger

Postal Address: **20, Rue La Fontaine**
El-Biar 16030, Alger

TEL: **+213- (0) - 21 – 925025 or**
+213- (0) – 21 – 920645 Mr. L. Mustapha
fax: +213- (0) – 21 92 06 45/43
cell: +213- (0) –71 18 52 90
e.mail: trans_elect@yahoo.fr

KÜHNE+NAGEL

2. DOCUMENTS DEADLINES

The following documents must be sent in advance to Sarl Transelect / KN at least 7 (Seven) working days prior to arrival of vessel / aircraft at Algier Port/Airport/Terminal.

- 3 copies of Commercial Invoice & Packing List
- 2 copies of B/L / AWB
- 2 copies of Insurance Policy (If Insured)
- 2 copies of container / consolidator manifest (for consolidated containerized sea / truck shipment or consolidated air shipment.)

3. CONSIGNMENT DEADLINES IN ALGER

Truck cargo	-	10 Days before move in / delivery date
Sea cargo (FCL / LCL)	-	15 Days before move in / delivery date
Air cargo	-	10 Days before move in / delivery date

4. LATE ARRIVAL SURCHARGES

Cargo arrived beyond the deadline, an additional handling surcharges 30% will be added to cover the additional cost. Sarl transelect will make all reasonable efforts to ensure delivery before the show opens; however, no guarantees can be given. The surcharge will apply regardless of delivery date to the show site.

5. CONSIGNMENT INSTRUCTION

All documents such as Bill of Lading and Master Air Way Bill must show the consignee as indicated below: (All exhibition goods dispatched either by sea freight or airfreight, shall be consigned **Freight prepaid"**)

CONSIGNEE:
Exhibitors name
SITP EXHIBITIONS
Hall Pavillon Central / Stand No.
Pins Maritimes Alger

NOTIFY:
Transelect
20, Rue La Fontaine
El Biar Alger
Phone: +213 (0) 21921518 or 213 (0) 219225 Fax: 21920645
Mr. Lounes Mustapha cell: + 213 (0) 71185290

"Freight collect" consignments are not accepted.

KÜHNE+NAGEL

6. DOCUMENTATIONS

1 – TEMPORARY IMPORTATIONS UNDER "ATA CARNET"

ATA CARNET: All goods entering Algeria on a temporary importation basis must be covered by an **ATA Carnet**. You may obtain this document from your local Chamber of Commerce if the usage is approved according to your local regulations. The ATA Carnets must have a full set of import / export vouchers. ATA Carnets must cover every item being exported (Except free of Charge Material), give full description of the goods with any serial and / or model numbers. The list of ATA Carnet must 100 % match with the goods packed in your cases.

On the cover page of the ATA Carnet there are three sections:

SECTION A (Holder & Address)

Pls remark full name and address of the exhibitor.

SECTION B (Represented By)

Pls remark : SARL TRANSELECT
20, Rue La Fontaine
El Biar Alger

SECTION C (Intended Use)

Pls remark the name of exhibition and date

2- TEMPORARY IMPORTATIONS UNDER "COMMERCIAL INVOICE"

IMPORTANT: Inbound shipments that are not covered by CARNET ATA are subject to An additional customs deposit (Bankguarantee)
The customs bond must be paid in cash to custom by our Partner SARL Transelct Algeria.
All expenses And interest fee of the bank guarantee letter will be charges to the exhibitors account.

7. CASE MARKINGS

for easy identification, all packages shall be marked as follow:

SHOW NAME c/o SARL TRANSELECT
Name of Exhibitor : _____
Stand Number : _____
Case Number : _____
Gross / Net Weight : _____
Dimension : _____

8. EXHIBITS OF A DANGEROUS NATURE

Exhibitors need to send us a special form for dangerous goods. These forms will be Provided upon request and the completed forms should reach us before shipment Is dispatched. There will be surcharge for handling of such exhibits.

KÜHNE+NAGEL

9. DUTIABLE GOODS

Duties and Taxes, if any will be recovered for goods remaining in Algeria after the exhibition. Such goods will remain in the warehouse and the buyer will have to complete the customs formalities before they can remove the goods. Import of certain used items Requires special permit and approval must be obtained before they can be allowed Into Algeria for the purpose of exhibition. However, sale of such items will note be Permitted. Please furnish complete details and the HS Code of your product for us To check with the Algerian Authorities.

10. PACKING

Exhibitors are advised to provide strong packing cases for the transportation of the Exhibits which can withstand unpacking and repacking operations. For main exhibits, were commend bolted returnable type of cases to be used. This is to void unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

11. STORAGE OF EMPTY CASES

Empty cases will be stored within the exhibition site if space is available.Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the repacking at the end of the exhibition.

12. RE-EXPORT

Exhibitors are advised to indicate us on the Commercial Invoice and Packing List, the items that will be re-exported as well as the items that will be disposed of, consumed or given away at the end of the exhibition. We will be circulating a Disposal Instruction Form to you in due course for your completion so that we can plan for the return shipments after the exhibiton. Re-Export formalities will require around one week to process before shipments can be sent out. For goods destined for later exhibitions, our covered storage facility in Karachi can be utilized at a reasonable storage rate.

13. INSURANCE

It is the responsibility of each exhibitor to cover for Marine (Transport) Insurance during the exhibition and the return of the exhibits to domicile, including the period the exhibits are handled by us and also ensure that transport Insurance is arranged for the exhibits sold locally. As our Tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost for insurance coverage is not included in our charges and exhibitors shall ensure that there is adequate insurance coverage for their goods and such insurance shakk include a waiver of subrogation against Sarl Transelect.

Messe · Reisen · Falk

Expo Travel Group · Ratingen · Berlin · Moscow

Messe-Reisen Falk GmbH · Postfach 23 20 · 40845 Ratingen

Wir sind die Spezialisten für Reisen zu allen Messen und Ausstellungen, Kongresslogistik, Delegations- und Geschäftsreisen weltweit.

12/08/2010

fairs around the world

SITP Algiers 07. - 10.11.2010

Salon International des Travaux Publics

Dear Sir or Madam,

You are looking for hotelrooms and other travelneeds in Algiers during SITP 2010?

As there is a small range of good quality hotels in Algiers, the distance to the exhibition ground is an important criterion. Our hotels are all located in close proximity to the exhibition venue.

The exhibition takes place at the *Palais des Expositions – Pins Maritimes*.

Hotels in Algiers

With special rates for exhibitors:
Rates per room / night / breakfast and VAT included

Hotels	Distance to Exhibition	Rate per night
Sofitel Hamma Garden	**8 km**	**SGL** from € 235,00
Hilton Algiers	**0,3 km**	**SGL** from € 180,00
Ibis Algiers Aeroport	**12 km**	**SGL** from € 98,00

Please note, that all Hotels are only payable on location with a major creditcard!!!

If your favourite hotel should not be listed in our proposal please do not hesitate to ask for other hotel rates:

Air Travel to Algiers:

Good connections exists from major points of origin to Algiers, either directly from Frankfurt or via several European gateways. lease ask for fares and schedules for your nearest airport to Algiers.

Visa for Algiers:

For travelling to Algeria a visa is required.
Depending on your nationality various forms are requested. Please contact your nearest consulate.

Conditions for reservation, payment and cancellation:

Please send us your booking order by fax or E-Mail. After receiving our confirmation and invoice, the whole amount will be payable before beginning the trip. Your travel documents will be sent out only upon receipt of full prepayment. We accept following credit cards: Visa, Mastercard and AirPlus. For credit card payment we take a surcharge of 2% of the total amount.
All stated information are accurate from August 2010.

In view of possible changes on parts of the contractors, we reserve the right to make alterations to the arrangements and prices at any time, even at short notice before departure. You are entitled to withdraw or alter booking at any time.

A reservation fee per room € 35,00 will be incurred in case of hotel booking without any other travel service.
Charge for cancellation of hotel reservations:
- available on request

No reimbursement will be made in case a) of failure to take part in the trip without previous cancellation or b) of return before the due date. No reimbursement can be made for unused transfers. A Travel-Cancellation-Cost-Insurance is recommended. If you would like to get further information on other travel-insurances such as Baggage- or Sickness-Insurance etc. please contact us. Your booking order will be forwarded to hotels immediately and thus becomes binding. Please note that our conditions of cancellation will also apply in full should the booking be withdrawn before confirmed. These conditions also apply in case of force mayor cancellations. We exclusively offer our services due to our contract conditions which are based on the recommendation of the German-Travel-Agent-Board and which will be sent on request.

For further information and reservations please contact us:

Mrs. Vanessa Feldberg **Tel: +49-2102-74 51 16; E-Mail: v.feldberg@messe-reisen.de**
Mrs. Regina Rothe **Tel: +49-2102-74 51 23; E-Mail: r.rothe@messe-reisen.de**

With best regards from Germany

M E S S E – R E I S E N

Falk GmbH

Reservations & Booking Form
SITP Algiers 2010
Algiers, November 07th till 10th 2010

Please send this booking form by fax (+49-2102-41762) or by e-mail to MESSE-REISEN FALK:
v.feldberg@messe-reisen.de
r.rothe@messe-reisen.de

Hereby we order the following services:

Accommodation in Algiers:

Day of arrival _____
Day of departure _____

Hotel _____
Room type _____

Name(s) 1. _____ Smoking / Non Smoking
2. _____ Smoking / Non Smoking
3. _____ Smoking / Non Smoking

Please ask us for competitive rates for flights to Algiers and select your favourite airline and point of departure:

Preferred airport of departure _____

Business - Class □ Economy – Class □

Transfers Airport – Hotel – Airport: yes □ no □
(on request)

We accept the reservation, payment and cancellation conditions □
Name/Adress of company: Signature:

Telephone: email:

Fax to 02102- 417 62

Contact persons:
Frau Vanessa Feldberg **Tel: 02102-74 51 16; E-Mail: v.feldberg@messe-reisen.de**
Frau Regina Rothe **Tel: 02102-74 51 23; E-Mail: r.rothe@messe-reisen.de**